



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

JAMES A. NOYES, Director

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P.O. BOX 1460
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I IN REPLY PLEASE
REFER TO FILE: **PM-2**

August 28, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**LAC+USC MEDICAL CENTER CREMATORY
EARTHQUAKE RECOVERY PROJECT
ADOPT AND ADVERTISE
SPECS. 5874; LACO 2016; DSR 98104
SUPERVISORIAL DISTRICT 1
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Find the repair to the LAC+USC Medical Center Crematory statutorily exempt under the California Environmental Quality Act, as specified in Public Resources Code Section 21172.
2. Approve and authorize the Director of Public Works to deliver the project.
3. Adopt plans and specifications for the LAC+USC Medical Center Crematory earthquake repair project at an estimated construction contract cost of \$542,600 to be financed from the Federal and State Disaster Aid Budget, and instruct the Executive Officer to advertise for bids to be received and opened on October 7, 2003, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

4. Authorize the Director of Public Works to execute Supplemental Agreement 2 to Contract PW 12230 with Ken Kurose Architect to provide additional construction administration services for a not to exceed fee of \$13,000.
5. Authorize the Director of Public Works to execute a consultant services agreement with the apparent low bidder to prepare a baseline construction schedule that conforms to the applicable contract and bid specifications for a not to exceed fee of \$2,300 funded by existing project funds, and establish the effective date following determination by the Director of the apparent lowest responsible bidder.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Crematory is located east of Evergreen Cemetery at 3301 East 1st Street, Los Angeles. It is a one-story building approximately 3,100 square feet in area and houses cremation services for the Medical Center. The original one-story building was constructed between 1922 and 1924 with an addition in 1946. As a result of the Northridge earthquake and its aftershocks, this building experienced structural cracks, loosened framing connections to the wall, damage to interior brick walls, and cracks on exterior masonry walls and chimneys. The repairs will include structural retrofit and reinforcement of all unreinforced masonry walls with shotcrete. The invitation for bids will solicit unit prices for epoxy injection and an alternate bid price for performing the entry gate repairs. The facility has historical significance and is eligible for listing in the National Register of Historical Places as determined by the State Historical Preservation Office.

The initial repair design was solely based upon FEMA-eligible scope of work, which included reconstructing and repairing the chimneys, reinforcing part of the unreinforced masonry walls, and modifying affected wall/roof connections. Upon completion of design, additional funding was identified to strengthen the remaining unreinforced masonry walls to mitigate potential future earthquake damage. The modified design resulted in extended reviews by FEMA and SHPO, increasing the design phase duration by 24 months and project cost from \$831,000 to \$1,056,000. The repair plans comply with current County codes and have been reviewed and approved by appropriate jurisdictional agencies.

Supplemental Agreement 2 will provide construction administration services for a not to exceed fee of \$13,000 to be billed during the construction phase and only after your

Board's authorization to proceed with construction. The proposal has been reviewed by Public Works and is considered reasonable for the scope of work.

The proposed agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification is critical to successfully manage construction activities by both the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, the Director may return to your Board to recommend that the bidder be determined nonresponsible and recommend awarding the construction contract to the next lowest bidder, contingent on that bidder completing a baseline schedule which conforms to the County's specifications.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence since this construction contract will improve the facility and restore it to full use by the community. Completion of the LAC+USC Medical Center Crematory earthquake recovery project will give staff access to a safer building, which could prevent injuries or loss of life from future seismic events.

FISCAL IMPACT/FINANCING

The Project Schedule and Budget Summary are included in Enclosure A.

Public Works' fair construction cost estimate without contingencies for the base construction contract is \$542,600. A change order contingency fund, equal to approximately 15 percent of the actual bid amount is included in the project budget. No expenditures from the fund will be made without the Chief Administrative Office's review and authorization.

The repair of the facility is funded through the FEMA Grant Acceleration Program and a net County cost commitment, as appropriate. Sufficient funds are available in the Federal and State Disaster Aid Budget to cover the total estimated project cost of \$1,056,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination,

renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to demonstrate a proven record of hiring Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

ENVIRONMENTAL DOCUMENTATION

This project is statutorily exempt pursuant to Public Resources Code Section 21172, which allows for the repair, maintenance, or minor alteration of existing public facilities or mechanical equipment or restoration of public facilities damaged as a result of a declared disaster. Under DSR 98104, FEMA has determined the project qualifies as a categorical exclusion under the National Environmental Policy Act in accordance with Part 10 of Title 44 of the Code of Federal Regulations.

CONTRACTING PROCESS

On June 8, 2000, Public Works negotiated and executed Contract PW 12230 with Ken Kurose Architect to provide design services for a not to exceed fee of \$25,000. On

July 16, 2002, your Board approved and authorized Supplemental Agreement 1 for additional design services for a not to exceed fee of \$17,000 with Ken Kurose Architect to strengthen the unreinforced masonry walls to mitigate potential future earthquake damage. The fee is 68 percent of the original contract. The proposed Supplemental Agreement 2 is to provide construction administration services for a not to exceed fee of \$13,000. The proposed fee will increase the total contract amount to \$55,000.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B). Following receipt of bids, we will return to your Board for construction contract award.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works' contracts.

As requested by your Board on February 3, 1998, these contract opportunities will be listed on the "Doing Business with the County" website.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract as this contract is for non-Proposition A services.

Participation by Community Business Enterprise in the project is encouraged through Public Works' Capital Projects CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on any other budgeted programs or projects as a result of this action. The crematory is located off-site from the medical campus, east of the Evergreen Cemetery and will be operational with some limitations during the repairs. Construction repair work will be coordinated with facility operators to mitigate significant impact.

The Honorable Board of Supervisors
August 28, 2003
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CONCLUSION

Please return one adopted copy of this letter to CAO and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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Enc. 2

cc: County Counsel
Department of Health Services
Department of Public Social Services (GAIN/GROW Program)

August 28, 2003

ENCLOSURE A

**LAC+USC MEDICAL CENTER CREMATORY
EARTHQUAKE RECOVERY PROJECT
ADOPT AND ADVERTISE
SPECS. 5874; LACO 2016; DSR 98104**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Project Program	09/15/99*	
Design		
Contract Execution	10/01/00	10/31/00*
Construction Document Submittal	03/01/01	03/05/03*
Jurisdictional Approvals	08/28/01	04/14/03*
Construction Bid and Award	11/20/01	12/02/03
Construction		
Substantial Completion	10/21/02	04/14/04
Acceptance	12/24/02	05/26/04

*Indicates completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget	Impact of this Action	Revised Project Budget
Construction			
(a) Construction	\$ 550,000	(\$ 7,400)	\$ 542,600
(b) Change Orders (15 percent)	75,000	6,500	<u>81,500</u>
Subtotal	\$ 625,000	(\$ 900)	\$ 624,100
Consultant Services			
(a) Design Services	\$ 42,000	\$ 13,000	\$ 55,000
(b) Constructability Studies	0	4,000	4,000
(c) Construction Management	45,200	64,800	110,000
(d) Survey, Testing, & Inspections	6,300	23,700	30,000
(e) Asbestos and Lead Abatement Monitoring	0	13,000	<u>13,000</u>
Subtotal	\$ 93,500	\$ 118,500	\$ 212,000
Jurisdictional Review and Plan Check	\$ 3,900	\$ 28,600	\$ 32,500
County Services	\$ 102,100	\$ 70,300	\$ 172,400
Miscellaneous Expenditures			
Advertising and Printing	\$ 6,500	\$8,500	\$ 15,000
TOTAL	\$ 831,000	\$ 225,000	\$ 1,056,000

August 28, 2003

ENCLOSURE B

**LAC+USC MEDICAL CENTER CREMATORY
EARTHQUAKE RECOVERY PROJECT
ADOPT AND ADVERTISE
SPECS. 5874; LACO 2016; DSR 98104**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Executive Officer of the Board of Supervisors will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC.</u> <u>FEE</u>	<u>DATE OF BID</u> <u>OPENING</u>
1	5874	LAC+USC Medical Center Crematory 3301 East 1st Street Los Angeles, CA 90063	No fee	10/07/03

Copies of the project manual and drawings may be obtained at the Department of Public Works, Architectural Engineering Division, Eighth Floor, 900 South Fremont Avenue, Alhambra, California. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 1:45 p.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 2:00 p.m. on this date in Conference Room C, First Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

The Public Works' Project Management Team will hold a mandatory pre-bid conference at 10:00 a.m. on September 23, 2003, at the LAC+USC Medical Center Crematory located at 3301 East 1st Street, Los Angeles, California 90063, to provide information on the project, bidding process, and answer any questions that the potential bidders may have. To be considered responsive to this invitation for bid, bidders must attend the mandatory pre-bid conference. Bids from bidders who do not attend the pre-bid conference will be rejected as nonresponsive. Bidders will meet at the southeast side of the building. For further directions, please contact Mr. Danny Crisostomo with the Department of Public Works at (626) 300-3287.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code to contract with Community Business Enterprise.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Avenue Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated September 9, 2003.

Specs. 5874

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES